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## NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC NOTICE  
NO. 7-1-3MANAGEMENT  
3 June 1966

## AMENDMENT TO THE MANAGEMENT INFORMATION SYSTEM

1. In order to simplify and improve procedures for recording NPIC and departmental reports in the Management Information System, the following amendments to the Management Information System are effective immediately:

- a. Publications Division is responsible for recording in the Management Information System (MIS) all formal NPIC reports. A formal NPIC report is defined as any report bearing the currently approved national cover and NPIC seal.
- b. CIA/IAD and Army/SPAD are responsible for recording in the MIS their respective departmental reports.
- c. Cables that are a product of a particular project will be recorded in MIS by the responsible component for the project.
- d. New codes to be used in recording this product information are shown in Attachment 1.

2. Information on reports for a project will be recorded as they are completed by filling out a Work Phase Notice in the same way that other product information is recorded (see Attachment 2). In cases where several reports have resulted from a single project, and they are the same type of product, a single line entry will be made on the Work Phase Notice with the "Quantity" column indicating the number of reports completed. A separate line entry will be made for each different product type. It will no longer be necessary to establish split projects to record multiple reports from one project.

3. In order to reflect these changes, the following corrections should be made in the MIS Handbook, [ ] dated August 1965:

- a. Amend section 2b(5) page 2 by striking out "instructions" in the last sentence enclosed in parentheses.

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b. Amend Appendix A, form 2 on page 6 as follows: of the columns numbered at the top of the form in red, columns 5, 9 & 10 will no longer be used; columns 6 and 8 is for Publications Division use only.

c. Amend Appendix B, part 7 on page 23: eliminate the following codes KA, KE, KI, KO, KQ, and RA; add a new series of codes starting with the letter "C" which will be a breakdown of the major types of NPIC and Departmental reports.

d. Appendix C on page 35 will be eliminated entirely.

e. Insert Attachments 1 & 2 of this Notice.

4. Questions concerning these changes should be referred to the Assistant for Planning and Management.



Executive Director

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Attachments: (2)  
a/s

Distribution: No. 3

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## MANAGEMENT INFORMATION SYSTEM

WORK PHASE NOTICE

COMPONENT

Date to MIB.

ATTACHMENT 2

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[illegible]

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